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This handbook is a description of the preschool program of Fresno City, California, Unified School District and was expressly designed (1) to provide specific direction to the preschool program, (2) to provide a ready source of information about the preschools, (3) to establish uniform practices where required or necessary, and (5) to provide written materials regarding the program to which others may react critically and may make suggestions for improvement. (WD)

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# A GUIDE FOR PRESCHOOLS

A HANDBOOK ABOUT THE OPERATION AND FUNCTION OF PRESCHOOLS IN THE FRESNO CITY UNIFIED SCHOOL DISTRICT

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FRESNO CITY UNIFIED SCHOOL DISTRICT

December, 1966

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PRESCHOOL HANDBOOK

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# INTRODUCTION

The preschool program has expanded rapidly in the Fresno City Unified School District. Presently, it seems that the program will continue to grow and expand.

The purposes for which this handbook has been developed are:

A. To provide a ready source of information about our preschools.

B. To provide specific direction to the program.

C. To provide common guidelines for those involved in the program.

D. To establish uniform practices where required or necessary.

E. To provide written materials regarding the program to which others may react critically and may make suggestions for improvement.

It is our desire to make the preschool program one of the finest. With continued help, cooperation, and understanding, we will accomplish this aim.

# FEDERAL AND STATE ACTS PROVIDING FOR PRESCHOOLS

## Elementary And Secondary Education Act of 1965

Congress passed Public Law 89-10 during the summer of 1965. This act consists of five titles and is 100% reimburseable. Title I is to be used to benefit disadvantaged students, Title II provides library books and materials to school districts, Title III provides exemplary educational centers, Title IV provides for research centers and Title V is to be used to strengthen state departments of education.

The Department of Compensatory Education Services operates the following projects under E.S.E.A. Title I: (1) lowering pupil-teacher ratio, (2) inservice education, (3) educational opportunity, (4) preschools, and (5) auxiliary services.

Preschools that are operated under Project IV follow the compensatory guidelines for preschools, as outlined in "Guidelines For Preschool Compensatory Education Projects" which was published by the California State Department of Education and must be followed when operating preschools under Public Law 89-10. Only a school district can operate a preschool compensatory education project under Public Law 89-10.

The compensatory preschools are open to all children in the identified target area that can benefit, subject to available space and facilities and with provision of enrollment priority to children from low income families.

Assembly Bill 1331, Unruh - Preschool

A.B. 1331 was passed by the California State Legislature during the spring of 1966. This bill provides for preschool classes of fifteen children each and is one hundred percent reimburseable.

Eligible agencies are: public school districts, office of county superintendents of schools, other public agencies, and private nonprofit agencies.

Priority in the establishment of preschool projects will be given to target areas designated for compensatory education projects under Public Law 89-10, Title I. In addition, the State Department of Social Welfare and the State Department of Education, in cooperation with other state agencies, will designate areas of need and make a special effort to establish programs in such areas.

Children will be certified for participation in preschool if their families are:

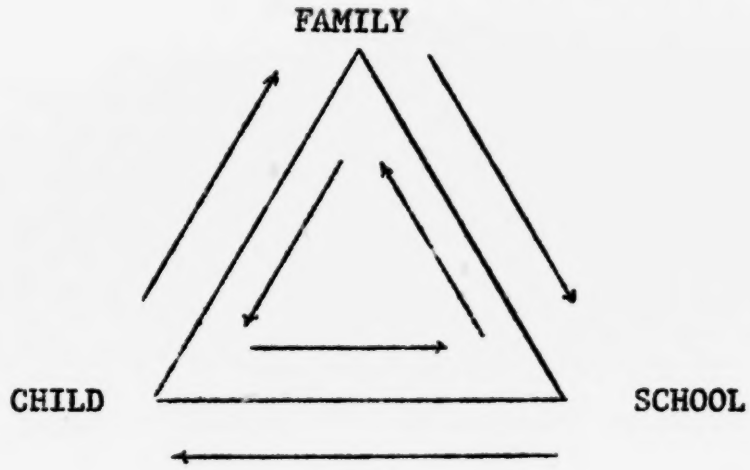
A. Receiving Aid to Families with Dependent Children.

B. Potential recipients of Aid to Families with Dependent Children. Potential recipients are those families who have applied for or received Aid to Families with Dependent Children during the past year or who, in the judgment of the county welfare department, are likely to need Aid to Families with Dependent Children during the next five years.

# PHILOSOPHY

We believe that through appropriate preschool activities children can be motivated to develop the readiness necessary for successful performance in the public schools. The importance of the individual child is the essence of the program --- a one to one relationship of the teacher-child, aide-child, parent-child, nurse-child and child-child.

We believe that good feelings about the excitement of learning and about school as the place where learning occurs develop through interaction of the family, the school, and the child.




We believe that preschool children need to be free to make choices from as many activities as staff will allow in an atmosphere permeated with love, respect, acceptance, and approval --- an atmosphere free from criticism, tension, and pressure but with defined limits.

## OBJECTIVES

Compensatory preschool education has the following general objectives:

A. To develop a more positive self-concept.

B. To create an environment in which there are many opportunities for children and their parents to experience success.

C. To increase vocabulary and facility in verbal communication.

D. To increase interest and develop skills in seeking and receiving information.

E. To develop skills in listening.

F. To develop skills in auditory and visual discrimination.

G. To increase skills in understanding part to whole, and cause and effect relationship.

H. To increase the child's range of experiences.

I. To provide satisfactions from new experiences, learning, and task completion.

J. To provide models and skills for handling personal behavior in positive and constructive ways.

K. To develop social skills and attitudes that contribute to success in school.

L. To develop appropriate health attitudes and habits and to provide necessary health services.

M. To support the gains that the child makes and to strengthen the family, by working directly and intensively with parents.

N. To provide parents with the understanding and skills that enable them to actively cooperate in the child's education.

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## PROGRAM

The arrangement of equipment, indoors and outdoors, and schedules call for careful planning if we are to take into consideration the objectives of our program and the kinds of experiences we hope to offer those participating in the program. From time to time it may be necessary to rearrange the furniture and equipment differently to care for certain objectives.

We like to consider that we have an indoor classroom and an outdoor classroom and that activity outdoors is every bit as meaningful as what happens inside. Many preschool activities can be carried out in either location. How the teacher eventually settles on room and yard use will be partially dependent on parent or volunteer help. The following are some areas of experience for preschool, for which the teacher will want to consider a time and a place.

<u>Language</u>

Greetings
Discussions and Conversation
Fingerplays
Storytelling (Flannel boards)
Books and Library
Games
Dramatic Play (Puppetry, Playhouse, Store, Blocks)
Telephones
Listening
In solving problems of human relations

<u>Music</u>

Singing
Playing instruments
Rhythmic reactions (march, hop, skip, jump, etc.)
Interpretive reactions (dance, free expression, being bears, trees blowing in the wind, etc.)
Listening

Art and Crafts

- Drawing (pencil, crayon, chalk, wet chalk, water on cement)
- Painting
  - Fingerpainting
  - Easel
  - Small and large brushes
  - Area for paintings to dry
- Clay
  - Dough, ceramic, plastiscene
- Paste
- Glue
- Scissors
- Woodworking
- Collage (creating and arranging)

Science

- Plants and animals
- Magnets, magnifying glasses, prism, etc.
- References

Health and Safety

- Rest
- Nutrition and food preparation
- Toileting
- Cleanliness
- First aid station

Games and Educational Toys

- Puzzles, tinkertoys, dominoes, etc.

Outdoor Activities

- Balls, sand equipment, climbing, jump ropes
- Riding area - traffic pattern
- Quiet activity area (table, if available)
- Outdoor story area

Study Trips

- Walks
  - Through and around the school plant
  - Neighborhood
    - Fire hydrants
    - Mail box
    - Nearby stores, gardens, etc.
- Bus trips
  - Zoo
  - Museum, etc.

SUGGESTED DAILY ROUTINE

This schedule is made up of thirty minute blocks of time. Being a general schedule, it is very flexible. It is designed so that there is one hour of required indoor time, one half hour of required outdoor time and one hour of time when the child may choose either area.

Teachers when scheduling may also wish to consider the nurse's hours. Free play time offers an excellent opportunity to confer with the nurse.

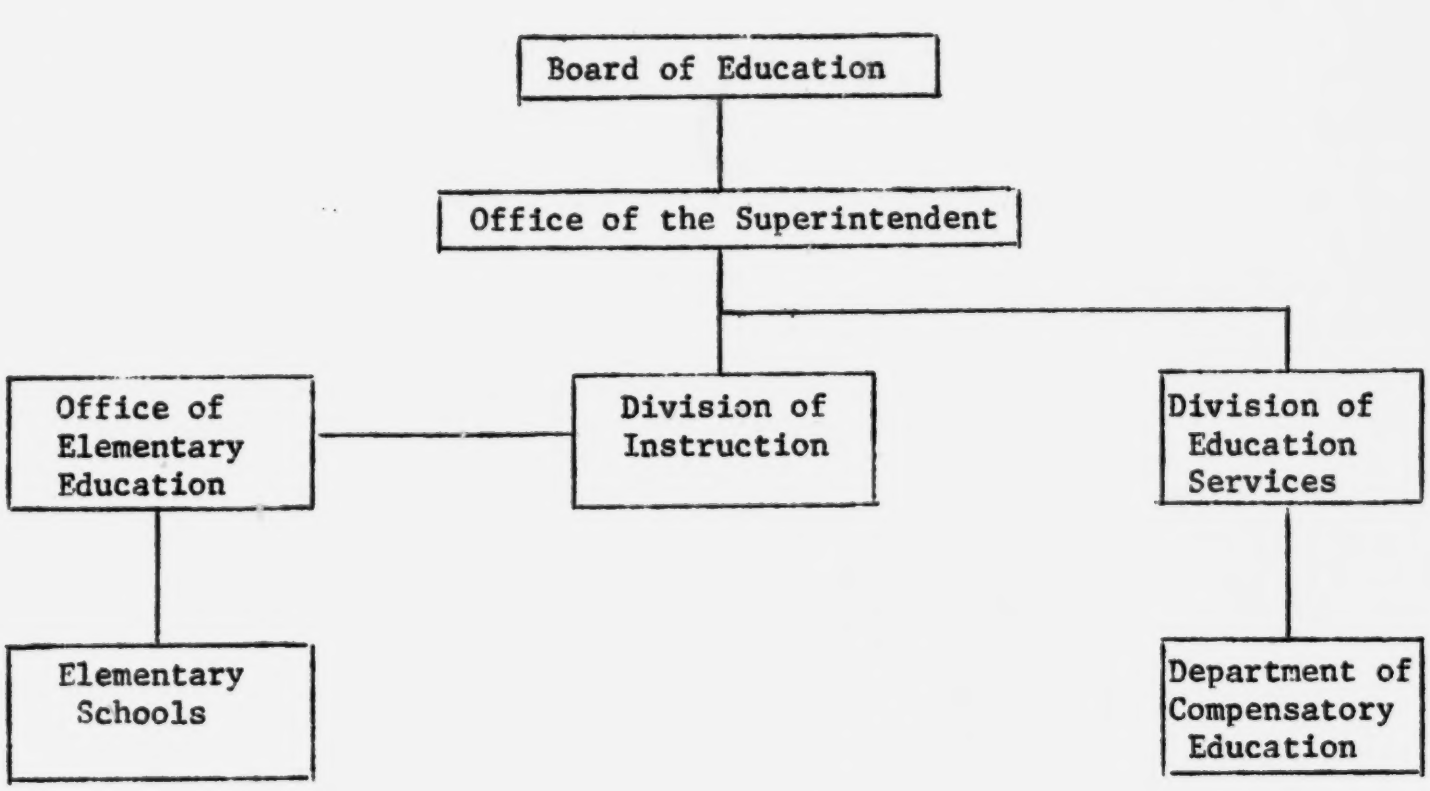
Sample Schedule

| Morning Session | Afternoon Session | |
|---|---|---|
| 9:00 - 9:25 | 1:00 - 1:25 | Individual greetings and health check<br><br>Indoor time - May use blocks, train cars, playhouse, clay, educational toys, art or craft materials, books, science area. |
| 9:25 - 9:30 | 1:25 - 1:30 | Put away materials if going outside. |
| 9:30 - 10:00 | 1:30 - 2:00 | Indoors or outdoors. |
| 10:00 - 10:30 | 2:00 - 2:30 | One half of total group (brought in two at a time) for toileting then talking time, nutrition, rest and music or story. Other half of group - outdoors - regular outdoor equipment plus easels, a walk, or other special activity as planned. |
| 10:30 - 11:00 | 2:30 - 3:00 | Reverse groups |
| 11:00 - 11:25 | 3:00 - 3:25 | Outdoor free play or indoor music or story time.<br>On cold days, simple art mediums also available indoors. |

## STAFF ORGANIZATION

The coordinator of preschools, who functions in the Department of Compensatory Education, has the responsibility for the establishment and operation of centers that meet the requirements specified on the school districts applications under the various acts that provide funds for the projects. When the preschool is located in an elementary school, it falls under the direct supervision of the elementary school principal. The principal and the coordinator of preschools work cooperatively in administering the program and in meeting legal requirements; however, the principal assumes full responsibility for the operation of the program within his own building.

## ORGANIZATION CHART




When a preschool is located off an elementary school campus, its direct supervision will be provided by the principal of the nearest elementary school

# ENROLLMENT

The original enrollment make-up of preschool classes will be completed and approved through the Compensatory Education Preschool Office. Some of these students must be welfare recipients and the remainder may be made up of the lowest imcome applicants. Consideration will be given to the number of children in the family and to those homes in which English is not the primary language.

A class is considered filled when there are fifteen (15) regular enrollees.

When a child drops out or transfers, his place in the class may be filled by a child from the waiting list or by a new student. The teacher shall ask approval from the preschool office before enrolling a new child.

The teachers will inform the elementary school office when a child is dropped or transferred and when a new child is enrolled.

Enrollment Application Form 1 and Form 2

A. The yellow, Form 1, and green, Form 2, enrollment application blanks shall be filled out by the parent and the teacher. These forms will be supplied by the Preschool office.

B. Dates of polio and other immunizations shall be recorded on these sheets.

C. Verification of birthdate shall be made by the teacher.

D. Applications shall be signed by parent and verified and dated by teacher.

E. Teacher shall check applications to determine that child lives in a compensatory school district.

Registration Form P-33

A. Upon approval of enrollment, teacher and parent shall fill out, sign and verify P-83 form. (See sample in Appendix)

B. Registration forms should be kept in the preschool room until preschool secretary calls for them.

Illness and Accident Procedure Cards P-78

A. Duplicate cards shall be filled out.

B. One set shall be kept in the health center of the preschool room. These must be signed by parent.

C. The other set shall be filed in the elementary school office.

Pupil Insurance

A. Explain the insurance plan to parents and tell of its benefits.

B. If the parent insures the student, indicate that the child has "Student Insurance" on his Illness and Accident Procedure Card.

C. Deliver all Student Insurance envelopes with money enclosed to the school secretary.

Permanent and Cumulative Record P-86

A. Preschool cumulative record cards will be prepared in the Preschool office.

B. Cards shall be filed in the elementary school office.

C. The school secretary will handle all Bureau of Pupil Accounting procedures (i.e. Pupil entry, drop, or transfer).

D. Teachers will fill out days enrolled, days attended, and test scores at the end of the school year.

(See Appendix for examples)

Pupil Health Record P-67

A. Cards shall be filled out by preschool nurse.

B. These records shall be kept in the health center of the preschool room.

# ATTENDANCE

## ATTENDANCE REQUIREMENTS

Each child enrolled in a preschool class will be expected to attend a morning or afternoon session for five days per week for the duration of the regular school year.

A child's attendance may be interrupted when evaluations made by the teacher, in consultation with other preschool personnel, result in a decision that the child is not likely to profit from the program or that the child's participation in the program would reduce the quality of the program available for other children.

## ATTENDANCE RECORDS

The preschool teacher is required to keep accurate and current attendance records.

A. Children's Attendance

1. Daily attendance shall be charted as indicated on Preschool Form 3 in triplicate.

2. When placing children's names on this form, list certified children together.

3. Write in the dates of the school days and draw a line through one section for each week-end or holiday.

4. A full session of attendance is charted as three (3) hours.

5. When totaling hours of attendance, illness is counted as attendance. Illness must be verified by parent either verbally or in writing.

## ATTENDANCE RECORDS

B. Parent's Attendance

1. Parent attendance should be noted on Preschool Form 4. The teacher may either have the parents sign or write in the names beforehand. Parents are encouraged to participate in the children's program one morning or afternoon per week.

2. A full session of participation is charted as three (3) hours. Attendance of less than a full session should be charted to the nearest half hour, i.e. 1 hour, 20 minutes would chart as 1 1/2 hours or 1 hour, 10 minutes would chart as 1 hour.

3. A parent's participation in the children's program, in a study trip, a conference, or in a meeting is counted as one parent participating for each activity.

C. Monthly Report

The monthly report, Preschool Form 5, shall be filled out in triplicate and the original turned in to the preschool office by the 2nd of the month. This report is to be accompanied by the original children's attendance sheet (Form 3) and the parent participation sheets (Form 4).

# PARENT PARTICIPATION

Parents participate in the preschool program through:

A. Parent - teacher conferences, planned and incidental.
B. Parent - nurse conferences, planned and incidental.
C. Attending meetings and discussions.
D. Observing the children's program.
E. Assisting the teacher and teacher aide.
F. Helping to supervise children on study trips.
G. Preparing educational material and repairing school equipment for the children.

Our goal is to have at least one adult from each family coming to school for one class session a week, attending the parent meetings held twice a month, and taking part in the planning, execution and evaluation of study trips.

*Parent participation should provide parents with the opportunities to:

A. Evaluate goals and values for self, children, and the family as a whole.

B. Develop a better understanding of how children grow and learn and ways in which this learning can be enhanced in the home.

C. Take a new look at ways of handling children's growth and development and strengthen existing methods of meeting problems.

D. Gain a deeper sense of confidence in what they have to offer their children.

E. Develop understanding of how schools function and the value of a continuing relationship between parent and school.

F. Focus on the need for meaningful communication between family members and develop skills of communication.

G. Gain from group experience in terms of one's own sense of self importance and ability to relate to others.

H. Develop for parents, in whose homes English is not the primary language, greater skills in English as they relate to their understanding of children, and participation in the culture of the community.

I. Broaden knowledge of community facilities so that they can be used to make individual and family life more meaningful.

*California State Department of Education - Guidelines for Preschool Compensatory Education Projects, p. 10.

PRESCHOOLS AND THE P.T.A.

In order to strengthen home-school relationships, we need to set up lines of communication between preschool programs and their parent groups and the P.T.A. Some possibilities of exploration might be:

A. Joint parent education meetings of the preschool parent group and the P.T.A.

B. Invitations from the preschool group through P.T.A. to all parents of the elementary school for special preschool parent education programs.

C. Orientation of the preschool parent group to the elementary school P.T.A. in the spring semester.

D. P.T.A. volunteer workers in the preschool program.

## HEALTH SERVICES

### - GENERAL PROVISIONS AND REGULATIONS -

Health Environment - (California Administrative Code, Title V - 8016)

Each operating agency shall conduct the program in an environment conducive to the maximum health of the minors. To this end, the operating agency shall:

A. Admit to the program only those children who present written evidence that, prior to or upon admission, they have had a complete medical examination. (The agency shall retain this evidence for possible review by the State Department of Health.) On the basis of that medical examination, the operating agency, in cooperation with local medical personnel, shall determine whether the health of a child warrants his exclusion for his welfare or the welfare of other children in the program.

B. Admit only those children who file with the agency written evidence that they have been immunized against smallpox, diptheria, whooping cough, poliomyelitis and tetanus (and measles) prior to or upon admission, unless the parent or guardian files a letter with the operating agency stating that such immunization or medical examination is contrary to his religious belief. When necessary, the agency shall provide or contract for immunizations or tests. The agency shall retain this evidence for possible review by the State Department of Education.

C. Provide for a continuous health observation by a teacher or supervisor, and exclude temporarily any child who is suffering, or when there is good cause to believe he is suffering, from a contagious or infectious disease until the operating agency is satisfied that any contagious or infectious disease does not exist.

D. Establish and post on the premises a procedure to be followed when a child is ill or injured.

E. Require the parent or guardian as a condition to admission of the child to do one of the following:

   1. File with the operating agency the names, addresses, and, whenever possible, telephone numbers of at least two responsible persons who will care for the child in the event he becomes ill or is injured while attending a program.

   2. Authorize the operating agency, in the event of the illness or injury of the child while attending a program, to secure the necessary medical treatment or hospital care at the parent's expense, unless the agency has made other arrangements to provide such treatment and care.

F. In developing health policies related to the program, secure consultation from a person licensed as a physician and surgeon in California.

G. Provide health supervision, on a full or part-time basis, by one of the following:

1. A person credentialed by the State Board of Education to perform services as a school nurse.

2. A person holding a California certificate as a public health nurse, who is employed by a department of public health.

H. Adhere to all standards and recommendations of the State Board of Health with respect to the health of the children enrolled in the program.

## VOLUNTEERS AND ASSISTANTS

Assistants - 8007.

Assistants, as defined in Section 8000 (d), may be employed to perform in preschool educational programs, under the direction of persons holding a permit as teacher or supervisor, supportive tasks facilitating education. An assistant may not teach or supervise a program.

Each assistant shall have on file with the operating agency a certificate defined in Education Code Section 12915 that indicates freedom of the assistant from active tuberculosis.

Volunteers - 8008.

The operating agency: (a) May authorize volunteers to perform in the program any service authorized under Section 8007. The services shall be performed under the direction of persons holding permits as teachers or supervisors.

(b) Shall require each volunteer who performs any service in the program to have on file with the operating agency a certificate defined in Education Code Section 12915 that indicates freedom of the volunteer from active tuberculosis. The operating agency may require additional health information or a report of a health examination as a condition to service in the program.

## PHILOSOPHY OF THE ROLE OF THE NURSE IN THE PRESCHOOL PROGRAM

The role of the nurse is to work with children in their total environment of home, school and community; to facilitate their growth toward becoming fully functioning individuals. Her ability to assume this unique role is based on clinical as well as theoretical nursing knowledge of health, developmental needs, disease, and an awareness of methods used for the prevention of illness, the promotion, preservation and restoration of health. She needs the skills with which to correlate this knowledge and an awareness, with understanding, of the educational processes and the conditions which affect learning.

## NURSE IN THE PRESCHOOL PROGRAM

The nurse and teachers work together to provide for:

A. Continuous observation and referral

B. Communicable disease control - thermometer technique

C. Emergency care - emergency medication at school

D. Health appraisals (physicals, screening, etc.)

F. Health records

F. Physical environment

G. Parent education

H. Health education materials

## CONTINUOUS OBSERVATION AND REFERRAL

| NURSE'S ROLE | TEACHER'S ROLE |
|---|---|
| Reviews "Teacher Observation" sheet for signs and symptoms of illness with teacher and teacher aide. | Inspects child daily before admission to class. |
| Provides teacher with Pupil Referral Form | Notifies nurse in writing on "Pupil Referral to Nurse" of significant illness or observation, absences and pertinent parent contacts.<br><br>(Phones nurse in event of any emergency or health problem requiring immediate attention.) |

## COMMUNICABLE DISEASE CONTROL

| | |
|---|---|
| Demonstrates health inspection procedures - signs, symptoms of illness. | Inspects child daily before admission to class. |
| Provides chart on "Administrative Control of Communicable Disease". | |
| Contacts Director of Health Services when situation warrants parent notification of communicable disease. | Notifies nurse when child is excluded or absent due to a communicable disease. |

## THERMOMETER TECHNIQUE

| | |
|---|---|
| Demonstrates techniques of temperature taking (including axilliary method). | Checks temperature of child who appears ill, if nurse is not available. Isolates and excludes ill child. |
| Demonstrates method of cleansing thermometers. | |

## EMERGENCY CARE

| | |
|---|---|
| If available, preschool nurse answers all emergency calls. | Contacts preschool nurse if available. |
| Regular school nurse may answer call if preschool nurse is not available. | Contacts regular school nurse if preschool nurse is not in building. Calls Health Services, 251-8421, if unable to contact preschool or school nurse. |
| Reviews and provides teachers with chart "Emergency Care for Injuries and Sudden Illness". | Posts in a conspicuous place and refers to and follows the chart "Emergency Care for Injuries and Sudden Illness" procedures |
| Assists teacher in checking completion, filing, and keeping Emergency Procedure Cards up to date. | Sees that each child has a completed Emergency Procedure Card on file in the preschool building and the school office. |
| Prepares Field Trip First Aid Kit and keeps it supplied. | Takes Field Trip First Aid Kit on any excursion off the school grounds. |
| Maintains First Aid Station. | |

# EMERGENCY MEDICATION AT SCHOOL*

A. Medication should be given at school as a life saving measure only, or, when absolutely necessary for adequate treatment for the child. These occasions will be rare.

B. The administrator should have a Written Request from the parent stating the child's physician has ordered medication to be given at school, and confirming such an order.

C. The parent should obtain the Physician's Written Order giving indications for the medication, the type, dosage, and method of administration of it. Time limit must be stated such as:

Order effective 3 months.
Order effective 6 months.
Order effective 1 year.

The physician's order will be stapled in the pupil's health record, available to all responsible school people. The plan to be followed will be worked out for each child.

D. The school nurse should be informed as soon as possible, so she may make any necessary contact with the physician to work out a plan suitable for the child. She will confer with all persons involved.

E. The medication should be CLEARLY LABELED and kept in a safe place away from other pupils.

F. Selected personnel in the schools, where the child attends, will be taught how to administer the medication. At periodic intervals, the nurse will review the technique with the responsible persons.

*Administrative Handbook p. 5140

## HEALTH APPRAISALS

| NURSE'S ROLE | TEACHER'S ROLE |
|---|---|
| Sees that each child has a completed physical examination, immunization and does follow-through on physician's recommendations. | Assists nurse in seeing that each child has required examinations and immunizations. |
| Provides teacher with a copy of the Preschool Health Appraisal Worksheet. | |
| Is responsible for vision, hearing and dental screening for each child --- includes referrals and follow-through. | |
| Plans with teacher regarding time, area to be used and necessary assistance in screening program. | Helps nurse in screening programs if needed or arranges for aide or parent to help. |
| Evaluates children with suspected health problems. | Reports to nurse children with suspected health problems. |
| Observes and evaluates height and weight of each child. | |
| Reviews with teacher "Signs of Eye Trouble in Children" and "Signs and Symptoms Which May Indicate a Hearing Problem". | |
| Consults with parents on special health needs of children through home visitation and/or school conferences. | |
| Interprets recommendations of health advisor to parents and teachers. | |
| Informs teachers of follow-through on children's health problems, school adjustments and/or modification. | |

## HEALTH RECORDS*

| | |
|---|---|
| Maintains a school Health Card P-67 for each child; includes medical examination report as required. Fducation Code 8015. | Refers new admissions to nurse. |
| Reviews health and admission records on all children. | Reviews admission records. |

*Preschool records are housed in the rooms or building where the preschool classes are held.

## PHYSICAL ENVIRONMENT

| NURSE'S ROLE | TEACHER'S ROLE |
|---|---|
| Confers with teachers on:<br>Sanitation<br>Food Handling and Storage<br>Ventilation<br>Heating | Maintains through supervision the best possible environment:<br>Sanitation<br>Food Handling and Storage<br>Ventilation<br>Heating<br>Cleanliness of Preschool Building |

## PARENT EDUCATION

| | |
|---|---|
| Provides parent education in all contacts with the family. | Provides health education and demonstrates good health practices continuously throughout program. |
| Is available to make presentations at parent meetings on health related topics: such as nutrition, safety, dental, growth and development etc. | Utilizes nurse as a resource person on health matters. |

## HEALTH EDUCATION

| | |
|---|---|
| Provides health education pamphlets and posters. | Obtains from nurse samples of health education materials, pamphlets, posters. |
| Maintains appropriate health bulletin board. | Requests additional health education materials by writing to agency (State Department of Public Health, Dairy Council of California etc.) |

## NURSE'S SCHEDULE

| | |
|---|---|
| Provides nurse's schedule. | Is aware of nurse's schedule. |
| Notifies school and teacher of any change in schedule. | Avoids conflicts with study trips, etc. |

# SUPPLIES

## Classroom Supplies and Materials

The afternoon preschool teacher in each building is responsible for ordering all supplies and materials, after conferring with the morning preschool teacher.

All supplies and materials are ordered through the preschool secretary from written lists submitted by teachers and principals and sent to the Compensatory Preschool Office. Allow two weeks for delivery. Budget classification will be determined by the preschool office. The goldenrod invoice copy will be forwarded to each elementary school office for filing. The teacher shall send the yellow shipment invoice, after checking, to the Department of Compensatory Education Services - Preschool Office.

## Nutrition Supplies (Not applicable to Children's Center preschools)

The morning preschool teacher in each building will be responsible for ordering all food supplies, after conferring with the afternoon preschool teacher. Orders are to be telephoned to the preschool secretary only on Monday and Friday mornings. Please designate which building, #1 or #2, is to receive the order.

Fruit. . . . . .Fruit will be delivered on the following Wednesday.

Cheese . . . . . .Cheese will be delivered on Wednesdays or Thursdays.

Crackers . . . .Crackers (graham and soda) are to be picked up at the preschool office.

Milk . . . . . .Milk, napkins and straws will be supplied through the cafeterias in each school. Let the cook-manager know the number of cartons needed for each day.

## Invoices for Food (Includes Children's Center preschools)

Duplicate tags showing the price and total cost must be left with each delivery. Be certain that the name of the school, i.e. Jefferson Preschool, and the building number is on each tag.

At the end of each week all food invoices are to be forwarded to the Preschool Office in the Department of Compensatory Education.

# ILLNESS AND ACCIDENT PROCEDURE (STUDENT)

## ILLNESS

Immediate steps are to be taken with the child who arrives at school ill or becomes ill while in attendance.

A. Isolate ill child (Use cot in preschool classroom).

B. The child's "Illness and Accident Procedure" card is to be checked for the steps that need to be taken.

C. Appropriate personnel should be drawn in to insure the proper handling of the case.

## FIRST AID STATION

There is a first aid station in each classroom. The preschool nurse is responsible to see that this station is stocked with the appropriate items.

## FIRST AID KIT (Study Trip)

A first aid kit has been provided for each preschool classroom to take on study trips. The materials in this kit are to be checked for completeness prior to leaving on a study trip.

## MINOR INCIDENTS

Teachers or their aides are to care for minor cases of first aid. If, for some reason, the teacher feels that a minor first aid case should be seen by a nurse and the preschool nurse is not available, she shall call the Department of Health Services (251-8421).

SERIOUS ACCIDENTS

In handling accidents of a more serious nature, the teacher is expected to use good judgment in terms of the situation at hand.

A. If necessary, send for immediate help --- (1) the preschool nurse, (2) the regular school nurse, (3) the principal, (4) the school secretary, or (5) any other qualified person.

B. Follow first aid procedures as outlined in flip chart, "Emergency Care for Injuries and Sudden Illness".

C. Follow steps that need to be taken as indicated on the child's "Illness and Accident Procedure" card.

D. In the event parents cannot be contacted and immediate care is required, follow the procedures as outlined in the flip chart.

ACCIDENT REPORTS

Accident Reports are to be completed for all cases that in the teacher's judgment are more than minor incidents. These report forms are available from the school secretary and should be completed on the day of the accident.

STUDENT INSURANCE

In cases where the child is covered by Student Insurance and the child's parents have incurred costs, the parents should be referred to the school secretary to obtain the necessary forms for reporting the accident to the insurance company. Student Insurance does not relieve the teacher from completing an accident report.

# BUILDING USE

## MAINTENANCE

A. Principals shall make arrangements through the District Supervising Custodian for one hour of custodial services per preschool building per day and for custodial services at preschool night parent meetings as needed.

    1. Where two sessions are held, the preschool building shall be swept between 11:30 A.M. and 1:00 P.M. as well as at the end of a day.

    2. Principals shall direct custodians to give special and consistent attention to the cleanliness and sanitation of the preschool bathrooms.

B. Preschool teachers shall refer building defects or needed repairs to the building principal. If the building is new, the principal may check with the school shop prior to making out a J Order since the unit may still be covered by a warranty.

    If a J Order is required, it is to be cleared through the Compensatory Office by phone or school mail for proper budget classification.

## KEYS

Preschool teachers shall make arrangements with the building principal for use of room and gate keys.

## PARENT MEETINGS

A. Principals shall be notified of all parent meetings, day or night.

B. Night meetings

    1. Principals will arrange for a custodian's presence.

    2. Buildings will be vacated by 10:00 P.M.

## INVENTORY

# EQUIPMENT

## MAINTENANCE

A. Preschool teachers shall refer equipment defects or needed repairs (in writing) to the building principal.

B. J Orders covering repairs are to be cleared through the Compensatory Office by phone or school mail for budget classification.

## ORDERING

## USE OF EQUIPMENT

# FIRE AND AIR RAID

## FIRE

In case of fire, the classroom is to be vacated immediately and the office is to be notified as rapidly as possible. The office will take all necessary steps to vacate the remaining buildings and to call for assistance.

## FIRE DRILL

The preschool teacher is responsible to plan with the school principal specific procedures for "fire drills". It is important for the children to be given practice with the drills so that they will understand the procedure prior to having the alarm.

## ALARM

In most cases the signal for a fire drill is five bleats from the alarm repeatedly sounded. Upon the sound of the alarm, classrooms are to be vacated immediately.

## AIR RAID DRILL

Generally, the initial steps of an air raid drill are the same as those of the fire drill. Differences begin after the students are assembled on the playground. The preschool teacher is responsible to plan the specific steps to be taken in case of an air raid drill with the principal. Each school has a specific plan.

## EVACUATION

Children will be fully evacuated to their homes only in case of an actual air raid. The mechanics to carry out this procedure are established at each school. The preschool teacher is responsible to plan the mechanics for actual evacuation with the principal of the school.

## MONTHLY TIME REPORTS AND TEACHERS HOURS

### MONTHLY TIME REPORT

A. The Preschool Time Report will be sent to the individual Elementary schools by the Payroll Office. It should be posted in the school office.

B. The school secretary should draw lines through Saturdays, Sundays and school holidays.

C. Each employee shall be responsible for posting her hours worked under the appropriate dates.

D. The recording of absences on the time report shall be the responsibility of the employee. This may be coordinated with the school secretary in the event of a prolonged absence or at the time of a pay period.

The following absence codes are required:

SE . . . . . Sickness of Employee
B . . . . . Bereavement - Immediate Family
OB . . . . . Bereavement Other Than Immediate Family
PB . . . . . Personal Business
SF . . . . . Sickness in Family

Illustration

| Name | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Total Hours |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Mary Jones | 4 | 4 | 4 | 4 | ≠ | ≠ | SE | SE | 4 | 4 | 4 | 36 |
| Jen Green | 4 | PB | PB | 4 | ≠ | ≠ | 4 | 4 | 4 | 4 | 4 | 28 |
| | | | | | ≠ | ≠ | | | | | | |

Immediately following an absence of any nature, an absence blank must be filled out by the employee and signed by the principal. Absence blanks are to be forwarded to the Payroll Office in the regular manner.

E. Monthly time reports are to be signed by the principal and are forwarded by the secretary to the Department of Compensatory Education Services. The time reports are due in the office of the Department of Compensatory Education Services no later than three working days before the first of each month. The secretary will anticipate attendance for these last days and make any necessary correction on the last months report.

MONTHLY TIME REPORTS AND TEACHERS HOURS (continued)

HOURS

A. Preschool teachers and aides are part time employees and are paid for a four hour day.

B. The teaching day in the classroom extends from 8:30 A.M. - 11:30 A.M. or 12:30 P.M. - 3:30 P.M.

C. Since meetings, parent conferences, home calls and staff meetings are an integral part of the preschool program, time for these activities must be allowed within the four hour period.

D. Ten days of sick leave is granted within the school year.

# STUDY TRIPS

The educational study trip is an important part of the preschooler's educational program. It serves to familiarize him with environmental backgrounds that are vastly different from his own.

The educational study trip can be used as:

A. A stimulant to language development.

B. An opportunity for first hand observation of concepts learned in the classroom.

C. An opportunity to develop curiosity and interest in the community and the society.

D. A supplement to classroom activities to make learning more concrete and realistic and thereby more lasting.

E. An opportunity for teacher's observation of pupil reactions to situations other than the classroom.

The trip may be used in several ways in terms of the instructional unit. It can be used as a motivating activity for unit initiation; as a portion of the study while information is being collected; or as a part of the culminating activity.

In keeping the welfare of the preschooler in mind, it is important to design a study trip that cultivates higher aims and greater aspirations; better self-images and self-concepts; expanded interests and broader cultural backgrounds; greater sense of self-respect and dignity; deeper desires for learning; greater appreciations for all individuals; and growth in self-confidence.

## Procedures for Study Trips

The specific procedures to follow in taking study trips may be found in the Study Trip Guide distributed by the Compensatory Education Office. The steps listed in the guide should be followed carefully.

## SUBSTITUTE INFORMATION AND SICK LEAVE

A. Preschool teachers shall arrange for their substitutes through the usual channels. They should also notify the elementary school office of their absence by 8:30 A.M. or 12:30 P.M.

B. Preschool aides shall notify their teachers if absence is necessary.

   1. The teacher will arrange for additional parent or volunteer help.

   2. In the event that an aide will be absent four or more days, the teacher should notify the Compensatory Education Preschool Department.

C. Teachers and aides receive ten (10) days sick leave each per year --- it does not accumulate from year to year.

## SCHOOL PICTURES

In schools where school pictures are taken, the preschool classes will participate on the same basis as other classes in the school.

Preschool teachers may check with the principal of the school involved regarding the mechanics.

## MONEY COLLECTIONS

An accurate record should be maintained of all funds received.

Plans should be such that no money is left in the classroom overnight or on weekends.

## DUTIES OF THE TEACHER

A. Assumes responsibility for the education and safety of the children.

B. Recruits and enrolls children and keeps the school and preschool office informed of all changes: i.e. new enrollments, transfers and withdrawals.

C. Provides for an on-going evaluation of all phases of the preschool program.

D. Gives direction and encouragement to the teacher aide, parent partcipants and volunteers who are working with the children.

E. Meets with aide regularly to plan and evaluate the children's program.

F. Cooperates with the preschool nurse in all phases of the health program.

G. Plans and conducts two parent meetings a month.

H. Orders necessary food and instructional supplies, checks deliveries and forwards invoice copies to the preschool office.

I. Keeps the required attendance records for children and parents. Submits all reports promptly to the preschool office.

## DUTIES OF THE RESOURCE TEACHER

A. Assists the coordinator in all phases of the preschool program.

B. Assists the teachers in planning for parent participation in the preschool program and for parent education meetings.

C. Helps to provide inservice training for teachers by planning and writing newsletters, bulletins, and study guides listing seasonal or relevant program ideas, suggestions and activities.

D. Provides assistance in the classroom to teachers who may request help.

## DUTIES OF THE PRESCHOOL TEACHER AIDE

A. Assists with all phases of the program under the supervision of the teacher.

B. Takes the teacher's place when the teacher must confer with visitors, parents, or nurse.

C. May assist the teacher in making home calls, in teaching the children to speak English, and in understanding the community served by the school.

D. May help the parents to better understand the preschool program and their part in the education of their children.

# DUTIES OF THE NURSE

A. Assists the teacher with admissions, exclusions, and communicable disease control and maintains appropriate records of the same.

B. Maintains health records regarding individual health problems, family problems affecting the health and welfare of the child, and pertinent information related to the welfare of the child.

C. Assists the teacher with pupil observation and referrals.

D. Administers emergency care and aid as directed in the publication, "Emergency Care for Injuries and Sudden Illness". Proceeds on the basis of the guidelines approved by the Board of Education (See Policies and Bylaws, sections 5140 and 5142 --- Also see Staff Handbook of Administrative Regulations, sections 5140 and 5142).

E. Provides for health appraisals including hearing, vision, dental, height, and weight. (See Education Code 8015).

F. Assists with the health education of children and parents, provides materials and aids, and keeps the teacher informed about new techniques and materials.

G. Helps the teacher maintain a safe physical environment for the children. Draws the teacher's attention to potential problems and hazards.

H. Assists teacher in preparing proper reports in case of accidents.

I. Provides for the maintenance of classroom first aid station.

## DUTIES OF THE CUSTODIAN

A. Cleans and sweeps the floors of the preschool unit prior to the opening of class.

B. Dusts furnishings daily.

C. Scrubs floors and desk tops as needed.

D. Sweeps walks around building daily.

E. Cleans outside play area as needed.

F. Cleans windows and blinds as needed.

G. Provides emergency assistance when needed.

## DUTIES OF THE COOK

A. Provides milk according to the requests of the preschool teacher and accounts for same on the Daily Lunch Report.

B. Provides napkins and straws to be used with the serving of milk.

## DUTIES OF THE SCHOOL SECRETARY

A. Maintains Cumulative Record cards on all students (Form P-86).

B. Processes Cumulative and Health records when child is dropped from the program.

C. Maintains illness and Accident Procedure cards on all students (Form P-78).

D. Checks teacher's Time Sheet for accuracy. Also prepares and posts time sheet each month.

E. Relays mail and other information to the teachers.

F. Maintains a record of pupils who have Student Insurance and cares for the process of insuring them.

G. Notifies preschool teacher when preschool supplies arrive. Provides teacher with yellow invoice copy for checking.

H. Helps employees to complete absence forms upon their return to work --- forwards one copy to payroll office and retains other copy in school file.

## DUTIES OF THE PRESCHOOL SECRETARY

A. Prepares Cumulative Record cards for all preschool children.

B. Receives and processes requests for instructional supplies and materials. Keeps invoices on file.

C. Receives and processes requests for nurse's health supplies.

D. Orders food supplies for preschool classes. Keeps invoices in order and reconciles all accounts at the end of the month.

E. Assists in keeping preschool enrollment lists current.

F. Assists in preparing and typing lists, reports, notices, personnel rosters, and curriculum materials.

G. Assists in producing materials from the preschool office.

## DUTIES OF THE ELEMENTARY PRINCIPAL

A. Assists in providing an environment that enables teachers to feel free to meet the needs of pupils.

B. Plays a leadership role with teachers in an attempt to develop a common set of guidelines by which to operate.

C. Helps develop common agreement on school practices.

D. Assists in promoting professional relationship and morale.

E. Evaluates all staff members regularly and attempts to make required adjustments.

F. Helps teachers to understand the socio-economic conditions of the community.

G. Helps teachers to use community resources.

H. Helps to interpret the program to the community.

I. Helps to develop guidelines for reporting to parents.

J. Stimulates and provides opportunities for professional growth for improved instruction.

K. Utilizes professional resources.

L. Assists with curriculum development.

M. Helps maintain the physical environment.

N. Helps maintain student records.

O. Helps provide for the physical needs in all areas --- supplies, food services, and custodial services.

P. Helps to provide and maintain required equipment.

Q. Helps plan for effective plant utilization and for required working facilities.

## DUTIES OF THE EVALUATION EXPERT

A. Works out a design for the evaluation of the preschool program.

B. Provides for administering, tabulating and interpreting pre and post tests of enrolled children.

C. Follows a sample of students longitudinally with the use of standardized test scores in order to evaluate the long term effect of the preschool program.

D. Plans for utilization of anecdotal records, attendance records, and teacher evaluations of related activities in the total evaluation of the preschool program.

E. Prepares evaluation reports for local, state, and federal agencies.

## DUTIES OF THE COORDINATOR OF PRESCHOOL EDUCATION

A. Provides support and assistance to the Director of Compensatory Education Services and works directly under his supervision.

B. Helps to carry out the provisions of state, federal and local regulations as they apply to preschools.

C. Follows the guidelines provided by the State Department of Education in order to attain the goals listed for good preschool education.

D. Gives direction to all preschool personnel towards providing the best possible program for three and four year old children.

E. Works with all participating principals, the Principals' Advisory Committee and the Citizens' Advisory Committee.

F. Plans and provides an on-going program of inservice education for teachers and teacher aides.

G. Accepts responsibility for recruiting eligible children and for keeping and submitting accurate attendance reports.

H. Provides and maintains up-to-date equipment, material and supply lists, and accepts responsibility for budgeting and ordering.

I. Provides for continuous evaluation of the preschool programs.

J. Works with all supportive professional services which contribute to the preschool education project.

DUTIES OF THE DIRECTOR OF THE
DEPARTMENT OF COMPENSATORY EDUCATION SERVICES

GENERAL DUTIES

A. To be responsible to the Superintendent and Board of Education.

B. To administer and direct the program of compensatory education, which includes preschools.

C. To identify schools that have students disadvantaged culturally and economically.

D. To follow the rules and regulations that have been set forth in state and federal acts.

E. To be responsible for all preschool applications for projects.

SPECIFIC DUTIES

A. To help develop, in cooperation with the participating principals, a sound preschool program.

B. To help direct a School Citizens' Advisory Committee in relationship to the compensatory preschools.

C. To help the coordinator of preschools and parent education resource teacher at all times.

D. To be responsible for a valid evaluation of all preschool programs.